

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter V Utilities
	Section 4 Miscellaneous options

Below are the steps to access the Miscellaneous options of **Mailings** and **Verify a Document**.

MAILINGS

I. Accessing a Creditor Mailing Matrix

STEP 1 Select **Utilities** from the main menu (a creditor mailing matrix can also be accessed by clicking on **Reports** from the main menu then selecting **Creditor Mailing Matrix**.)

STEP 2 Click **Mailings**.

STEP 3 The **Creditor Mailing Matrix**.

STEP 4 The **PACER Login** screen will display. Enter a PACER login and password. Click **Login**.

STEP 5 The **Creditor Mailing Matrix** screen will display.

◆ Enter the appropriate information. Choose a **Format**. Click **Run Report**.

STEP 6 The **Search Results** screen will display case creditor information and indicate the number of creditors. To print the report, click on the browser's **Print** icon.

Total Labels 10

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II. Accessing the Mailing Information for a Case

This option displays (for a single case), a list of those who receive e-mail notices, and those who require manual noticing.

STEP 1 Select **Utilities** from the main menu.

STEP 2 Click **Mailings**.

STEP 3 Click **Mailing Info for a Case**.

STEP 4 Enter a **Case Number**. Click **Submit**.

STEP 5 The Mailing Information for a Case screen will display.

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VERIFY A DOCUMENT

This option compares the filed document, known as the Original Signature, with the image displayed by the system, known as the Verified Signature. The following message will display if they match: **The documents signatures are the same**. If they are not the same, the document has been altered.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click **Verify a document**.
- STEP 3 Enter the **Case Number** and the **Document Number** to be verified. Click **Next**.
- STEP 4 The **Verify Document** screen will display the following message at the bottom of the screen: **The documents signatures are the same**

[05-10151-RAM John Doe](#)

Date	#	Docket Text
02/16/2005	1	Chapter 13 Voluntary Petition Chapter 13 Plan due by 3/3/2005. (Falzone, J)

File size is 9643

Original Signature(s)

Document No: 29685
Document description: Main Document
Original filename: C:\TEMP\CM-ECF Test Docs\Answer.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1068065210 [Date=2/16/2005] [FileNumber=29685-0]
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Verified Signature(s)

Document No: 29685
Document description: Main Document
Original filename: C:\TEMP\CM-ECF Test Docs\Answer.pdf
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6b70217a3e5b5c2bea99b6e3339fde6f2f8b9d09734b07d58a1ea00f5a]]

The documents signatures are the same